

6-18-2014

Meeting Minutes

WKU Council on Academic Deans

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**Council of Academic Deans
CAD Minutes
Wednesday, June 18, 2014
1:30 p.m.**

Members Present: Cheryl Stevens, Connie Foster, John Bonaguro, Jeff Katz, Carl Fox, Sam Evans, Richard Miller, David Lee, Gordon Emslie and Dennis George.

Guests Present: Beth Laves, Jessica Gilland, Jessica Steenberg, Mike Dale, Doug McElroy, Tuesdi Helbig, Teresa Jackson and Clay Motley for Craig Cobane.

I. Approval of May 21, 2014 Minutes

Dr. Evans made a motion, seconded by Dr. Lee, to approve the minutes from the May 21, 2014 CAD Meeting. The minutes were approved without objection.

II. Information Items:

A. Fall 2014 Enrollment/Budget

Dr. Emslie briefly discussed enrollment numbers for Fall 2014 and asked Dr. Helbig to generate the corresponding revenue projection.

B. Space Committee

Dr. Emslie reported the newly formed Space Committee has met. Ms. Jessica Steenberg has begun auditing space in academic buildings across campus for inventory purposes.

Dr. Emslie reported a space request form is being developed and placed on-line. This form will provide a systematic way for individuals to request space on campus. The goal is to have the system in place by Fall.

C. CHHS Dean Search

Dr. Emslie indicated the CHHS Dean Search Committee is moving forward and has chosen a search firm to assist with the search. The Personnel Services Contract has been sent to Frankfort. The committee is developing a questionnaire for candidates.

Dr. Emslie expects to have an early fall application date, with late fall interviews and a start date in Spring 2015.

D. State Funding Model

Dr. Emslie briefly discussed progress on CPE discussions pertaining to the State Funding Model.

E. Other

There was discussion regarding CAD Retreat agenda items which include the following topics:

- Diversity Initiatives/Cultural Competencies
- Retention/Success in the Major
- QEP
- Staffing Plan Philosophy

There was also discussion regarding the Deans, Department Heads and Directors Workday agenda items which include the following:

- Graduate Education/Graduation Trends
- Title IX
- SACS Compliance Report
- Winter Term
- CFD

Dr. Emslie briefly discussed the agendas for the BOR Committee meetings scheduled for Friday, June 27th.

III. Discussion Items:

A. SITE Questions

Dr. Emslie discussed recommended changes from the Academic Quality Committee to the SITE questions. Following discussion, the recommendation to revise SITE questions 2, 4 and 5 were accepted. Regarding question 3, the deans believe that both the existing questions and the proposed revision are important elements in instructor evaluation, and therefore proposed keeping both questions, so that the number of questions increases from 8 to 9. Finally the words “gender identity” were added to question 9, and a minor word change was suggested. The list of questions becomes:

1. What is your expected grade in the course?
2. My instructor is well-prepared for class.
3. Expectations for course assignments are clear and specific.
4. Assignments/exams are aligned with course learning objectives.
5. This course has effectively challenged me to think.

6. My instructor provides constructive feedback.
7. Overall, my instructor is effective.
8. I have learned a lot in this course.
9. My instructor treats me fairly with regard to race, age, sex, religion, national origin, disability, gender identity, and sexual orientation.

B. Tuition/Fee Reimbursement Payment for Faculty Earning Doctoral Degrees

Dr. Emslie indicated that faculty earning a doctoral degree at any university in Kentucky are entitled to 6 hours of tuition benefit, however, they are responsible for paying any course fees. Some units have covered these fees for their faculty, and some units have covered the total tuition and fee costs for students pursuing doctoral degrees at universities in other states. Dr. Emslie asked for agreement to be reached among the colleges on what course-related expenses are to be covered for faculty pursuing doctoral degrees, either at WKU or elsewhere, and what is expected of the faculty in return (e.g., a certain number of years of service).

Dr. Emslie asked Dr. Bonaguro, Dr. George, Dr. Stevens, and Mr. Dale to develop guidelines to bring back to CAD.

C. Provost's Budget Advisory Council: Sub-Committee Reports

Dr. Michelle Trawick joined CAD as a representative from the Provost's Budget Advisory Council. She discussed a recommendation from a subcommittee of that Council to determine how to accumulate a pool of funds for a significant merit increase program for faculty. The suggestion was to set aside an amount equal to 1% of faculty salaries from Phase II of the Staffing Plan for each of the next 3 years. Dr. Emslie indicated that if this plan is put into place, it will likely have an effect on what deans request in Phase I, and hence there is a need for a timely decision on whether to proceed with such a plan.

Following discussion, Dr. Emslie indicated the topic will be discussed further during the CAD Retreat.

Respectfully submitted,

Teresa Jackson